Environment & Heritage Service

PDF Create! Guide

Web Guidance Series (WEB002)

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An Agency within the Department of the Environment
www.doeni.gov.uk
INVESTOR IN PEOPLE
Environment & Heritage Service
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Before You Create Your PDF

i) **Before using this guide, please ensure you have had PDF Create! installed on your computer**. Click the 'start' button > 'All programs' and if you see a folder called Scansoft PDF Create! 3.0, the software has been installed, otherwise contact the IT helpdesk on extension number 46547 or email IThelpdesk@doeni.gov.uk .

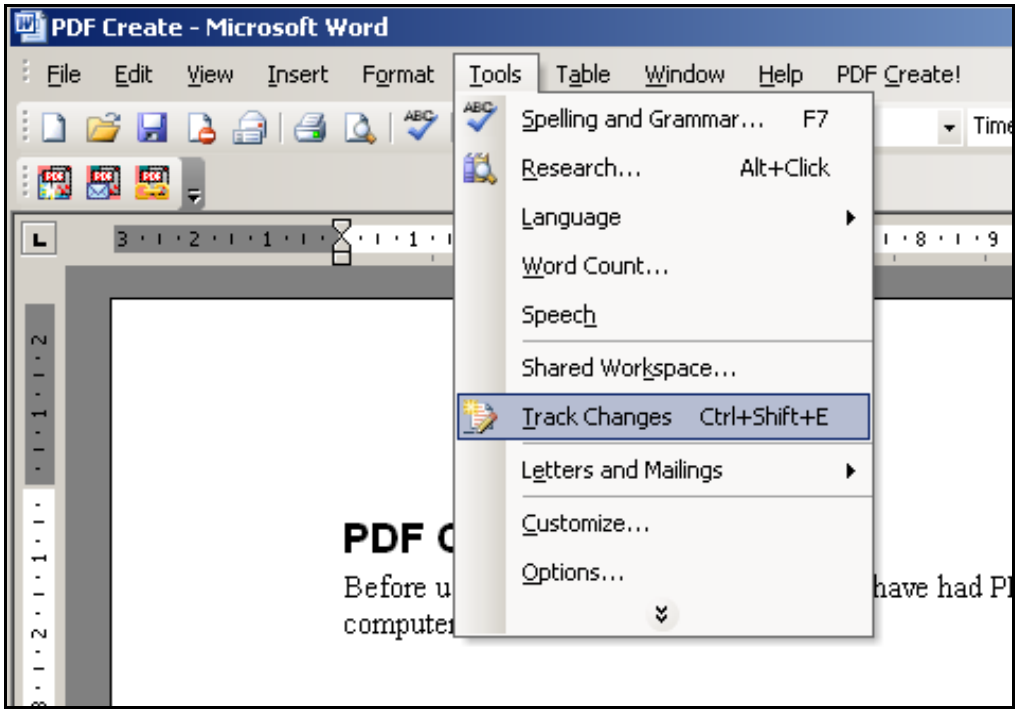
ii) **Before creating a new PDF ensure you are using the correct settings** for the type of PDF you wish to output. See 'Modifying PDF Create behaviour' (page 6) to see how to do this.

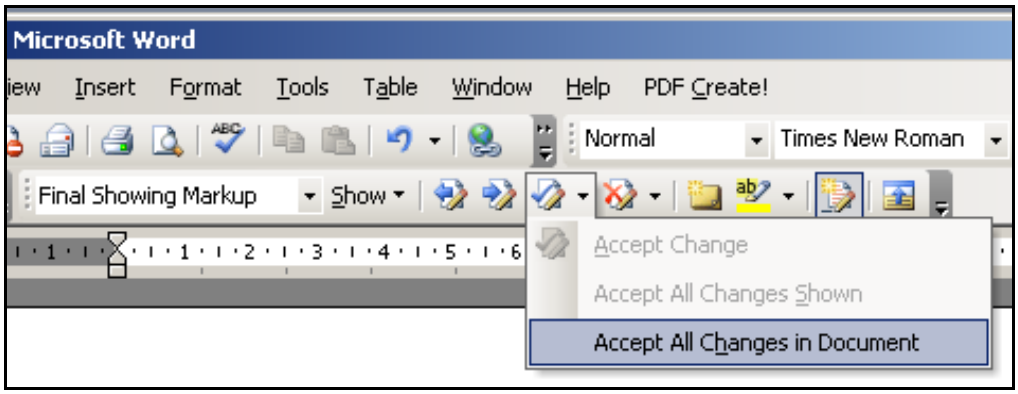
Step 1: Open document

If in Microsoft Word, open the document that you will be converting to a PDF.

Step 2: Accept changes

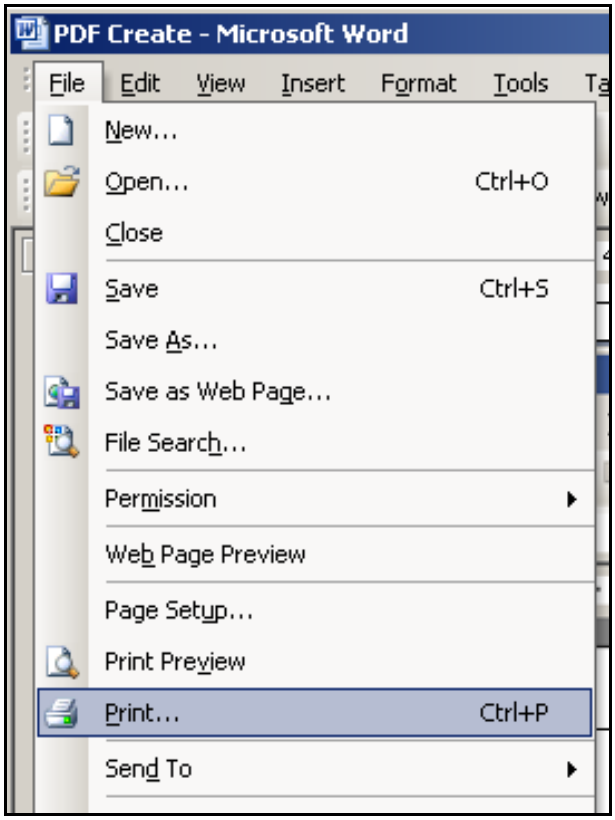
If changes made to your document have been tracked, ensure that they have all been accepted.





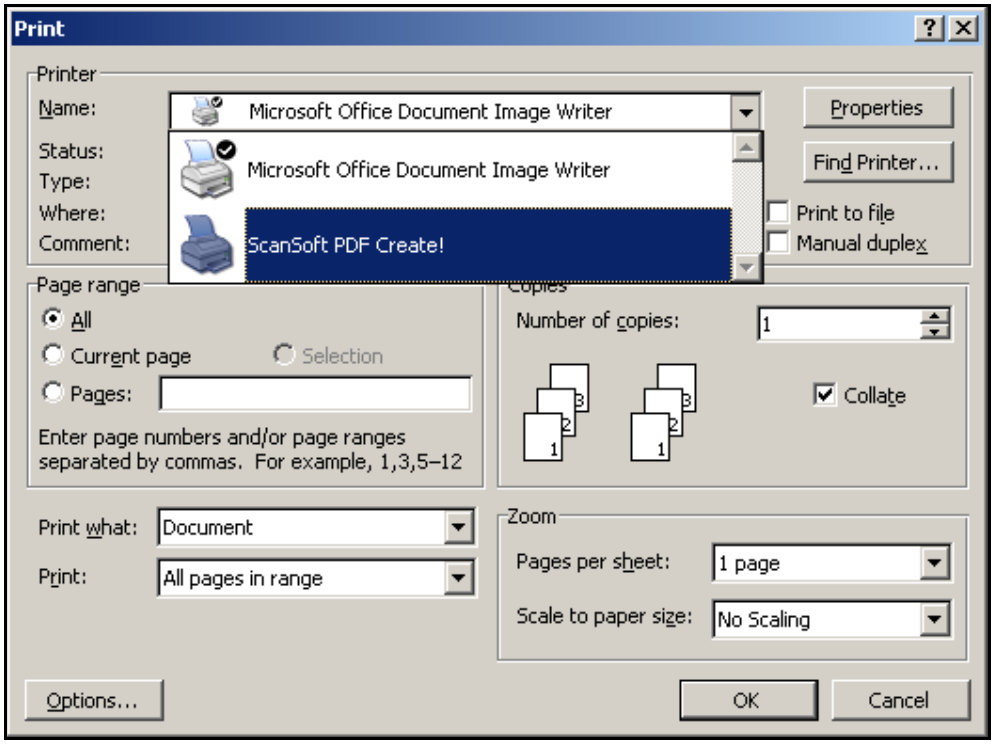
Step 3: Print document

Select ‘Print’ from the ‘File’ menu



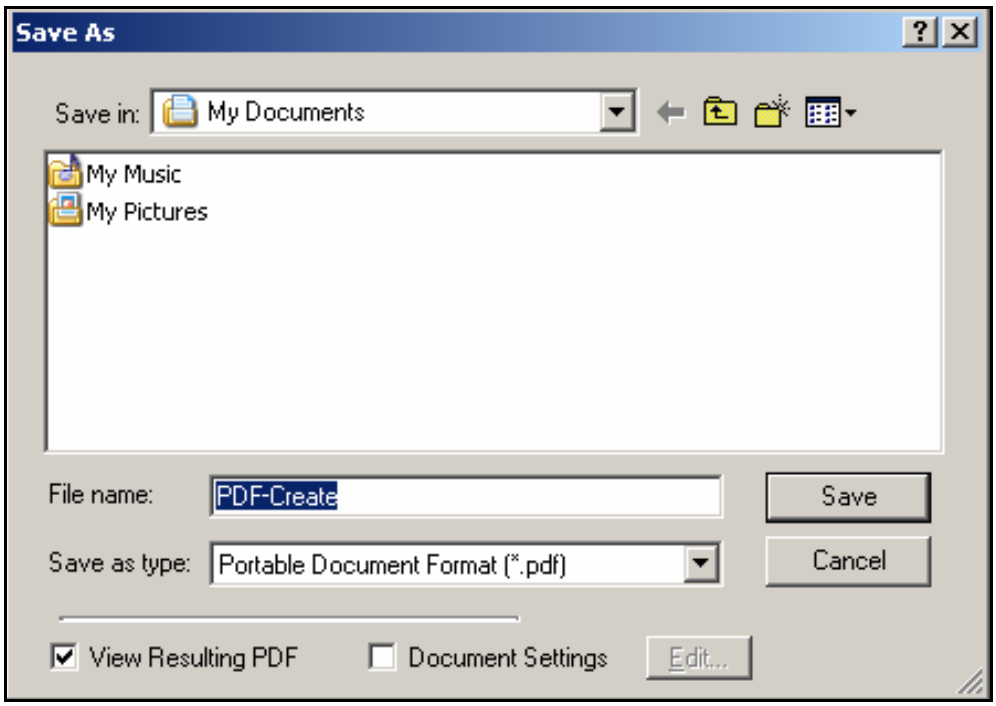
Step 4: Select printer

Select the ‘ScanSoft PDF Create!’ printer from the ‘Name’ drop-down list and click OK.



Step 5: Choose Filename & Save PDF

Choose where you want to save the new PDF ensuring that the filename you choose contains **no spaces or special characters**, as this will prevent the PDF from publishing correctly. Finally, click ‘Save’.



The new PDF file will be displayed when the process has finished.

ScanSoft® PDF Create! 3 Online Help

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Using ScanSoft PDF Create!

ScanSoft® PDF Create! 3 enables you to generate PDF files directly from any Microsoft Windows (98, Me, NT, 2000, XP) application using the Print command. In Microsoft Word, Excel and PowerPoint, you can also use the toolbar shortcut to print a PDF file.

The PDF files will be viewable, printable, searchable and editable (they will be "Normal" PDF files) unless the source file came from an imaging application or security permissions prohibit some of these functions.

Scope of this Help

This Online Help tells you how to create PDF files using the Print dialog box in your print-enabled applications. It tells how to use the ScanSoft PDF Create! Properties dialog box to control different aspects of PDF creation.

This Help does not document the following items:

- **PDF Create! Assistant**

This Assistant is called from the Windows Start menu. It lets you compile a list of files to be converted. These files may have been created in different applications. Choose to combine the files in the given order to create a single PDF file or have each file converted separately. Files can also be overlaid for the conversion. Please click the Help button in the Assistant to access its own Help system.

- **PDF Links dialog box**

This dialog box can be accessed from Microsoft Word, from a toolbar button or an item in the PDF Create! menu. It lets you define settings that are applicable only when creating a PDF from a Word document. Define which paragraph styles in the Word document should be converted to bookmarks in the PDF, which comments should be transferred and how hyperlinks should appear. Please click the Help button in the PDF Links dialog box to access its own Help system.

System Requirements

The following are the minimum system requirements to install and run ScanSoft® PDF Create! 3:

- A computer with an Intel® Pentium® or higher processor
- Microsoft Windows® 98 (from second edition), Windows Me, Windows 2000 (SP4), or Windows XP (SP1, SP2)

- Microsoft Internet Explorer 5.1 or above
- Microsoft Word 97*, Microsoft Word 2000, Microsoft Word XP or Microsoft Word 2003
- 64 MB of memory (RAM), 128 MB recommended
- 50 MB of free hard disk space for application files plus 5MB working space during installation
- 5 MB for Microsoft Installer (MSI) if not present. (This is present as part of the operating system in Windows Me, Windows 2000 and Windows XP)
- SVGA monitor with 256 colors, but preferably 16-bit color (called High Color in Windows 2000 and Medium Color in XP) and 800 x 600 pixel resolution
- Windows-compatible pointing device
- CD-ROM drive for installation

Note: Performance and speed will be enhanced if your computer's processor, memory, and available disk space exceed minimum requirements.

Note: Disk space and memory requirements may be higher on some operating systems.

Installation and Activation

Please remove any version of the Zeon DocuCom PDF printer driver utility before the installation. ScanSoft PDF Create! is a customized and updated version of that utility and it cannot co-exist with other versions.

1. Insert the CD-ROM in your CD-ROM drive

The installation program will start automatically. If it does not, locate your CD-ROM drive in Windows Explorer and double-click the program's setup.exe file.

Select a language for installation. The InstallShield® Wizard will appear.

(If you have downloaded the program from the ScanSoft web site, double-click its setup.exe file.)

* Supports only File/Print. No ScanSoft PDF toolbar buttons.

2. Follow the on-screen instructions

You must accept the license agreement in order to proceed.

You must enter a serial number. You will find this on the CD sleeve or on the ScanSoft web site at the download location. Be sure to keep the serial number in a safe place; it is fully checked only during product activation and is also needed for any re-installations.

The installer offers a default location for the program. Accept it or define a different one.

3. Click Finish

Registration runs at the end of installation. Select **Register Online** to establish a connection to the ScanSoft web site. We provide an easy electronic form that can be completed in a few moments. When the form is filled, click **Submit**.

If you decide not to register or to be reminded later, you can go to http://www.scansoft.com/ to register online any time later. Click on **Support** and from the main support screen choose **Register** in the left-hand column.

For a statement on the use of your registration data, please see ScanSoft's Privacy Policy.

4. Activate

You will be invited to activate the product at the end of installation. Please ensure that web access is available. Provided your serial number is found at its storage location and has been correctly entered, no user interaction is required and no personal information is transmitted.

If you do not activate the product at installation time, you will be invited to do this each time you invoke the program. PDF Create! can be launched only five times without activation.

Note: The user performing installation or un-installation should have Administrator rights on the computer. Administrator rights are recommended for activation and de-activation.

Note: You will be allowed to re-install the program a reasonable number of times without having re-activation problems, because un-installation includes a de-activation step. The serial number is needed for re-installation and web access is needed for de-activation and re-activation.

Network Installation: The program can be installed on a server and pushed to local computers in a Local Area Network (LAN). Please contact ScanSoft for license information and separate documentation.

Creating a PDF document

To create a PDF document:

1. Create a new document or open an existing document in any Windows application.

2. On the **File** menu, select **Print**.

   In the Printer dialog box select the **ScanSoft PDF Create!** as your active printer if it is not already displayed.

3. Click **OK**.

4. Specify printing options.

   Enter the target PDF file name and location in the Save As dialog box.

   To view the PDF file, select **View Resulting PDF**.

5. Click **Save**.

Note: Your printing options may differ, depending on the settings you specify for the ScanSoft PDF Create! driver, as described in the next section.

Modifying PDF Create! Behavior

The ScanSoft PDF Create! Properties dialog box includes two tabs, **General** and **PDF Settings**, where you can modify driver settings. A third tab, **About**, provides version information about the product.

You can set printing preferences for the current document only, or for all subsequent documents.

To set properties for the current document:

1. On the **File** menu, select **Print**.

   In the Printer dialog box, select **ScanSoft PDF Create!** as your active printer if it is not already displayed.

2. Click **Properties**.

3. Select each of the tabs and specify settings for creating PDF files.

4. Click **OK** to confirm all settings.

To set printing preferences for all documents:

1. On the Windows **Start** menu, point to **Settings**, and then click **Printers.**
2. Then, right–click **ScanSoft PDF Create!** and click **Printing Preferences**.
3. Select each of the tabs and specify settings for creating PDF files.
4. Click **OK** to confirm all settings.

General Tab

The General tab provides controls for the size and page layout of the PDF file.

Note: Page Setup settings in applications, such as Microsoft Word, may override some General settings made in PDF Create!

Paper Size

Select **Standard** and then choose a page size from the pull–down list, or choose **Custom** and specify the page dimensions and margins.

Click **Add** to define or modify additional standard page sizes using page dimensions you specify.

Orientation

Select **Portrait** or **Landscape**.

Resolution

This setting influences character spacing, line breaks, and image quality. Usually, higher resolution produces a more accurate layout but a larger file size.

Select a resolution: **Screen** (72 dpi), **Low** (150 dpi), **Medium** (300 dpi), **High** (600 dpi), **1200** or **2400** dpi (dots per inch).

Low resolution is ideal for screen viewing. However, if you require high-quality hard copy, or accurate control of character position, choose a resolution of at least 600 dpi.

Scale

Specify whether to reduce or enlarge a document, and by what percentage, between 1 and 1000 percent.

Enter a value less than 100 percent to reduce the size of the text and images on the page; enter a value greater than 100 percent to enlarge them.

View Resulting PDF

Select this option to view the PDF file. By default it is selected.

PDF Settings Tab

The PDF Settings Tab provides controls for Compatibility, Web optimizing, Destination and Document Settings. It also provides a choice of standard controls for Font Embedding, Compression, Watermarks and Security. Choose a standard control or click the corresponding **Advanced** button to fully control the process.

Compatible with

Choose **PDF 1.3** or **PDF 1.4** or **PDF 1.5** to create files compatible with one of these PDF versions.

Selecting the PDF 1.4 (compatible with Adobe Acrobat® Reader version 5.0 or higher) option will create PDF 1.4 specific commands, such as “Transparency” and may result in higher quality and smaller file sizes.

Selecting the PDF 1.5 (compatible with Adobe Acrobat® Reader version 6.0 or higher) option will create PDF 1.5 specific commands, such as allowing you to use the more efficient JPEG2000 compression and 128-bit encryption.

Optimized for Web Viewing

Choose this option to increase the viewing speed of your PDF documents on web sites.

Font Embedding

ScanSoft PDF Create! lets you include fonts inside PDF documents. Font embedding slows down PDF creation and increases file size, but it ensures document layout and appearance are preserved, regardless of the fonts available on a reader’s computer. Choose a standard control:

Embed Non-Standard Fonts (default)
Embed All Fonts
Do Not Embed Fonts.

The default embeds all fonts except the most common fonts that all computers should have: typically Arial, Times New Roman, Courier and Symbol.

Click **Advanced** to see the settings for each standard control. To specify more precise settings for a customized control, click **New**, name a new control, make the desired settings and click **OK**.

To specify a list of fonts to be always embedded, de-select **Embed All Used Fonts**, select **Always Embed Fonts**, select the desired fonts one-by-one and use the right-facing arrow button to place them in the **Always Embed Fonts** panel.

To activate the arrow buttons select the checkbox next to them and select a font. Click an arrow button to change its direction. This lets you add or remove fonts from the lists.

To have all fonts embedded except fonts that you choose, select **Embed All Used Fonts**, then select **Never Embed Fonts**; add or remove fonts until the desired ones are listed and click **OK**.

Note: Font files have a flag to allow or prohibit embedding. ScanSoft PDF Create! respects this instruction.

Use **Delete** to delete a control. Use **Default** to return supplied controls to default values and remove user-defined controls.

Compression

ScanSoft PDF Create! includes six predefined conversion controls which specify settings for compressing text and graphics (line art) as well as specific compression settings for color images, grayscale images, and monochrome (black and white) images. Compression helps to make your PDF files smaller.

You can select the appropriate control from the drop-down list:

Medium Quality (level 50) (default)
High Quality (level 75)
Low Quality (level 25)
LossLess (level 100)
Image Place Holder (level 5)
No Image (level 0)

Set level 0 to have pictures in the source document dropped from the PDF. Select level 5 to have very low quality images, serving only as place-holders.

You can edit the settings for an existing control, add a new control, or delete an existing control in the Compression Controls dialog box.

To display the Compression Control dialog box:

1. Click the **Advanced** button.

2. Highlight a conversion control in the list of conversion controls and view or edit the settings as needed.

- **Modify the Auto-setting**

  Move the slider from a pre-set value to a value of your choice. This affects the compression for texts, line art and images in your documents.

- **Use Custom Settings**

  Select a compression method for any color, grayscale, or monochrome images in your document.

  For color and grayscale images, you can choose from a range of qualities of **JPEG** and **ZIP** formats, from High to Low.

  Which method is best depends on the kind of images in your particular document. Some compression techniques do not lose any detail in the original: these methods are called “lossless.” Lossless methods do not save as much disk space as the other kind of compression, which is called “lossy.” Files compressed using lossy methods can be much smaller than files using lossless methods.

  For example, JPEG is best for images requiring a smooth transition from one color or shade to another while ZIP works well for sharper changes. For best results, you might want to try different compression settings for different documents.

  The default value for each of the predefined conversion controls allows the print driver to choose the best method based on the nature of the image.

  For monochrome images, you can choose from **ZIP**, **CCITT Group** and **Run Length** encoding.

  CCITT (International Coordinating Committee for Telephony and Telegraphy) compression method works best for black-and-white images made by paint programs and 1-bit scanned images.

  Run Length produces the best results for images that contain large areas of solid white or black.

- **ReSample**

  Select or clear the **ReSample** setting. Resampling changes the pixel dimensions (and thus the display size) of an image.

If you choose to ReSample, specify either **DownSample** or **SubSample** from the pull-down menu. The default setting is **DownSample**.

Downsampling decreases the number of pixels in the image. Each pixel it places has the average value of all the pixels it replaces.

Subsampling chooses a pixel in the center of the sample area and replaces the entire area with that pixel at the specified resolution.

- **Resolution**

  If you resample images, you can specify a resolution for downsampling or subsampling.

- **Factory Settings**

  The Factory Settings button automatically returns compression settings to their original values.

- **New**

  Click the **New** button to create a new conversion control.

- **Delete**

  The **Delete** button removes the currently selected conversion control.

- **Default**

  This returns supplied controls to default values and removes user-defined controls.

Security

You can add passwords to PDF files you create and prohibit or allow actions, such as printing, extracting content and editing. Choose a standard control and click **Advanced** to specify passwords and permissions.

You can specify two passwords:

- **Open Password**

Anyone providing this password can view the PDF it protects. This is sometimes called a user password. Further use of such a PDF depends on which permissions are set.

- **Permissions Password**

Anyone providing this password can view the PDF and use it freely, regardless of permissions settings. They can also modify, remove or add permissions settings. This is sometimes called a master or owner password.

Before setting permissions you must supply and confirm a permissions password and specify the encryption strength: 40-bit or 128-bit. This determines which permissions are available. Make your settings and click **OK**.

Use **New** to name a new standard security control, make the desired settings and click **OK**. Use **Delete** to remove a security control. Use **Default** to return supplied controls to default values and remove user-defined controls.

Note: Be sure to note the passwords you assign; without them you will not be able to re-open the PDF files you created. Successful PDF protection depends on good password distribution management.

Note: Older PDF viewers may not support above 40-bit encryption.

Note: ScanSoft PDF Create! usually creates “Normal” PDF files. That means they can be viewed, printed, searched and modified in a PDF editor. But if some actions are prohibited and a user cannot supply the correct permissions password, the PDF may appear as image-only.

Watermarks

ScanSoft PDF Create! lets you add watermarks to the first page or all pages of your PDF files. A watermark is like a stamp: it can come from text (such as ‘Confidential’, ‘Draft’ or ‘Sample’) from an image (such as a company logo) or from a composite, which is a combination of existing watermarks. A page from an existing PDF can also be used as a watermark in a new PDF.

- **Watermark Name**

Choose from standard watermark controls:

Company logo (import your company logo from an image or PDF file)
Do Not Copy (gray vertical text, top left)
Draft only (gray, angled text, centered)
Sample Only (red, angled text, bottom left)
Crosspage Watermark (import image from an image or PDF file)
Composite Watermark (mixture of text and image watermarks)
Confidential (5 choices: gray text in different locations)

- **Opacity**

Defines how transparent the watermark should be. Use the slider or edit box to define a value between 0 (fully transparent) and 100 (fully opaque). PDF files in version 1.3 cannot interpret this setting, watermarks appear at full strength (100).

- **First Page Only**

Select this to have the watermark placed only on the first page, or on the first two pages in the case of a cross-page watermark. If you de-select this, the watermark will be placed on all pages in the PDF.

- **As Background**

Select this to have the watermark placed in the background of the PDF, underneath the other page content. If you de-select this, the watermark is placed on the top of the page content. In this case a partly transparent watermark is usually advisable.

- **Advanced**

Click this button to see a preview of the selected watermark control. Use the controls to modify the appearance of the selected watermark. The preview shows the effects of your settings. When you are satisfied, click **OK** to save the changes. Use **New** to define a new watermark control and **Delete** to delete a control. Use **Default** to restore the controls to the values listed above for the standard controls and to delete any user-defined watermarks.

When modifying or adding a new watermark, first choose the watermark type (text, image, composite) because this determines which options appear.

Text:
Enter the watermark text, define a font, size, color, style and angle (from minus 90 degrees to plus 90 degrees). The color control displays the current color. Select **Outline Only** to have watermark characters displayed in outline. De-select this to have filled in characters at the defined opacity. Choose an anchor point for the text and vertical and horizontal offsets (X and Y margins) relative to the anchor point.

Image/PDF:
Browse for an image file (BMP, DIB, JPG, PNG, TIFF or PCX) or a PDF file. When a multi-page file is chosen, specify one page to be used. **Marked Area Only** relates only to PDF files – select it to use only the visible part of the page. Fix or release the aspect ratio. If you de-select **Cover Whole Page**, you can define the size and location for the image.

Composite:
You build a composite watermark from existing ones. Click **New**, provide a name, and choose **Composite** as watermark type. All available watermarks are listed in the lower list box. Select the desired ones and click **Add** to place them in the top panel under Composite properties. Click **OK** to save your choices. Select an existing composite watermark to

modify its contents, using the **Add** and **Remove** buttons. Watermarks listed in the top panel contribute to the composite.

A cross-pages watermark appears split across two consecutive pages. When you select this, the positioning options change. Select a binding side and a clearance from the binding side (default is 0). Select **Duplex** to have the watermark appear on facing pages.

Note: To simulate human stamping, PDF Create! will randomly shift or rotate the watermark slightly, to make each watermark unique.

Destination

The Destination area provides controls that specify how to save PDF files and how to send PDF files as e-mail attachments.

- **Naming Method**

  Select a naming method from the pull-down menu:

  Query the filename: During printing, PDF Create! will display the Save As dialog box in which you can enter a target file name. This is the default setting.

  Specify filename below: Choose this method to enter a full file directory path in the PDF pathname field.

  Save in named folder; prompt filename: Choose this method to create a PDF file in the directory specified in the PDF pathname field. PDF Create! will prompt you to enter the file name during printing. The directory will be created if necessary.

  Save in named folder; auto-name file: Depending on the application, this method tells PDF Create! to generate the PDF filename automatically and store the file in the directory specified in the Pathname field. If no directory path is available, the file will be stored in the Output directory under the PDF Create! installation directory.

  Mail result only, do not save the file: Choose this method to create a PDF file and attach it to a new e-mail message. The file will not exist elsewhere on your system.

- **PDF Name or Folder**

  Enter the target location here. PDF Create! saves files to this location and/or name unless you choose to **Query the file name**.

- **If File Exists**

  Choose one of following options to resolve a filename conflict:

Show Warning Dialog: PDF Create! displays a Warning dialog box in which you can choose to Replace existing file or Add trailing number to filename. Click **Cancel** to terminate the operation without saving anything.

Replace existing file: The new PDF document replaces the existing file.

Add trailing number to filename: The new PDF filename uses the target filename followed by a sequential number.

Insert at start of existing file: The new PDF pages will be inserted at the beginning of the existing file.

Append to existing file: The new PDF pages will be inserted at the end of the existing file.

Overlay with existing PDF: The new PDF will be overlaid with the existing file. Click the **Overlay** button to control how the overlay should be performed.

- **Send Mail**

  Check this setting to attach your PDF file to a new e-mail message. If you do not want to save the PDF file, you should also select the **Mail result only, do not save the file** setting above.

Document Settings

Select the checkmark and click **Edit** to specify options for PDF files you create from now on. Click an item to modify it.

Click on **Yes** or **No** to change its value.

Click a multiple-choice item to open the drop-down list of choices.

Click on Title, Subject, Author or Keywords to open an edit box.

The last item lets you add, define and delete custom document information fields.

De-select the Document Settings checkmark if you want to print a PDF file using default settings instead of those specified. This means, for instance, that the author name will be taken from your computer system.

Select the checkmark again to restore your stored settings.

About PDF Create! 3 Tab

View copyright information, your serial number and access this Online Help.

ScanSoft PDF Toolbar

The ScanSoft PDF Toolbar buttons correspond to the PDF Create! menu items in Microsoft Word, Excel and PowerPoint.

Use the first button to create a PDF file. Use the second one to create and e-mail a PDF file. The third button behaves in different ways depending on the application.

Use in Microsoft Word to display the Links dialog box. Use in Microsoft Excel or PowerPoint to display the ScanSoft PDF Create! Properties dialog box. In Microsoft Word you can display this latter dialog box if you choose the ScanSoft PDF Create! printer driver in the Print dialog box and then click in the Properties button.

Note: If you also have the other product, ScanSoft PDF Converter installed on your machine, under Microsoft Office XP or Office 2003 a fourth button, the Open PDF button will appear on your PDF Toolbar. However under Microsoft Office 2000 only two buttons will be availabe: Create PDF and Open PDF. Use the PDF Create! menu items in this case for creating and e-mailing a PDF, or for displaying the ScanSoft PDF Create! Properties dialog box.
In Microsoft PowerPoint only the Create PDF button(s) will appear even if ScanSoft PDF Converter is installed.

Troubleshooting

I do not see any controls in my PDF viewer.

Check Document Settings. You may have specified Hide Menu Bar, Hide Toolbar or Hide Window Controls.

I cannot edit the PDF file.

If the source file was created by an imaging application, the PDF may not be editable. Also check password protection, use the permissions password to unlock the file. If a recipient complains the file is not editable, decide whether or not to supply the permissions password.

I see unwanted text or pictures in the background or foreground.

Check that a watermark is not enabled by mistake.

I see jumbled text or pictures on the page, with items on top of each other.

Check that overlay was not used during PDF creation. If it was used intentionally, check that the chosen files have content suitable for the overlay.

My PDF viewer will not open the PDF.

Check that the PDF version is suitable for your PDF viewer. For instance:

Versions up to 1.3 can be opened by version 4 of Adobe Acrobat.
Versions up to 1.4 can be opened by version 5 of Adobe Acrobat
Versions up to 1.5 can be opened by version 6 of Adobe Acrobat.

Pictures have disappeared from the PDF.

Check the compression setting. The automatic setting must be 5 or above for pictures to appear.

Pictures do not print well.

Check compression settings. Increase the resolution settings or raise the automatic setting so that it is above 50. Screen display can tolerate lower resolutions and higher compression, but for good-quality printing you should reduce the compression.

I see lines, sometimes long and diagonal when I edit the PDF text.

You may see this if you have text watermarks on the page. The line is the editing cursor for the watermark text.

PDF creation fails.

You must have a print-enabled application on your system that can handle the source file and that is associated with it.

For further guidance, please consult the Readme file or the ScanSoft web site.